February 12, 1934.

MEMORANDUM

TO: Commodity Section Chiefs,

RE: Procedure subsequent to the execution of Codes or Marketing Agreements.

Subsequent to the execution of a Code or Marketing Agreement, the following or similar documents will be prepared from time to time by the Administration or Supervisory Body of an industry, as the case may be, for submission to the Secretary for approval or disapproval:

I. Approval of members of supervisory bodies chosen by Industry or Administration.

II. Regulations, rules, standards, uniform contracts and other acts adopted or proposed by the supervisory bodies.

III. Requests for reports, for the verification of reports, for general information, for designation of Secretary's agent or agents.

The Specialist assigned to the Code or Agreement will be charged with the preparation of these documents. If necessary or advisable, the aid of the other assigned personnel shall be enlisted. The Specialist shall prepare and submit to the Office of the Assistant Director of Commodities in Charge of Codes and Agreements, the following documents.

I. Five copies of the document - (The Legal Representative assigned should prescribe the proper form for the Secretary's signature).

II. Four copies of the memorandum of recommendation - (See attached forms).

III. Four copies of any additional memoranda of any recommendations.

IV. Two copies of the request for mimeographing or printing, together with a list of all persons, showing their correct city and street addresses, to whom a copy of the printed document should be sent.

The Office of the Assistant Director of Commodities will immediately transmit a copy of the document, together with a request and distribution

list to the Printing and Document Section, whenever indicated. In the case of a Code, if necessary, one copy of the docket will be sent to the National Recovery Administration.

The Office of the Assistant Director of Commodities will then prepare a letter for the signature of the Administrator, will secure the necessary signatures and then present the docket to the Secretary.

After approval, the Office of the Assistant Director of Commodities will transmit copies of the docket to the Chief Hearing Clerk, to Permanent Records, and to the Commodity Section in charge of the Code or Agreement.

J. W. TAPP,
Assistant Director,
Commodities Division.

MEMORANDA FORMS TO BE USED IN SUBMITTING DOCUMENTS TO THE ADMINISTRATOR FOR PRESENTATION TO THE SECRETARY.

February 12, 1934.

Memorandum to Mr. C. C. Davis, Administrator.

(Use Form Indicated)

1. It is recommended that the appointment of the following members of the (Name of Administrative or Supervisory Body) constituted pursuant to (Designate Article and Section) of the (Name of Marketing Agreement or Code) be approved by the Secretary:

(List of Names and by whom selected in each case.)

2. It is recommended that the following be designated by the Secretary as members of the (Name of Administrative or Supervisory Body), constituted pursuant to (Designate Article and Section);

(List of Names)

3. It is recommended that the attached (Regulations, Rules, Standards, Schedules, Uniform Contracts, etc.) which have been drawn up by the (Name of Supervisory Body) of the (Name of Industry) pursuant to (Designate Article and Section) of the (Name of Code or Marketing Agreement) be approved (disapproved) by the Secretary

4. It is recommended that the Secretary approve the attached requisition for (Reports, the verification of Reports, or General Information, as the case may be) drawn up pursuant to (Name Article and Section) of the (Name of Code or Agreement) of the (Name of Industry).

5. It is recommended that the Secretary designate (Name) to act as his agent with reference to the (Name of Code or Agreement) pursuant to (Designate Article and Section of the Code or Agreement).

(Name of Section Chief)

_____

Chief of the _____ Section.

J. W. TAPP,
Assistant Director, Commodities Division.

VICTOR A. CHRISTGAU
Director, Commodities Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

March 5, 1934.

MEMORANDUM.

To: Directors of Divisions, Chiefs of Sections and Other Officials of the Agricultural Adjustment Administration.

Subject: Procedure for coordinating programs for the adjustment in acreage or adjustment in production for marketing, or both, of any basic agricultural commodity and the removal of surplus agricultural products.

The following procedure is hereby established for the initiation, coordination and approval of programs to adjust the acreage or production for market, or both, of any basic agricultural commodity and to remove surplus agricultural products from the normal channels of trade:

I. The chief of the commodity section initiating a program will be primarily responsible for the formulation of the program and for the compilation of the necessary data up to the time the Administrator submits the program to the Secretary for approval. He shall work in collaboration with the Office of General Counsel, Finance Division, Program Planning Division, Office of the Assistant Director of the Commodities Division in Charge of Production, Comptroller's Office, and other departmental agencies in preparing complete information with respect to the program. This information shall include:

A. Statement of economic background giving sufficient data on prices, surpluses, etc., to demonstrate the necessity for use of the powers granted by the Agricultural Adjustment Act.

B. Summary of the program.
1. Objectives.
2. Results expected.
3. Balanced statement of estimated revenues and expenditures.
4. Principal features of program.
(a) Acreage and/or production to be used as base for adjustment.
(b) Time, number, character and methods of payment.
(c) Use to be made of rented acreage or purchased surplus.
(d) Duration of program.
(e) Tax plan, including proposed executive order.

(f) Outline of system of administration, including expected dates of principal administrative actions.

C. Detailed description following the above outline justifying each item under I (B) from the standpoint of economics, finance and administration, including supporting statistical tabulations, fiscal statements and administrative schedules, adequate to prove the soundness and feasibility of the program.

In this detailed description, particular care should be taken to point out how and to what extent the proposed program promotes the purposes of the Agricultural Adjustment Administration, as outlined in Title I, Section 2 of the Act, citing wherever possible statutory authority for the various proposals in the program.

D. A documentary history, with table of contents, should likewise be prepared for incorporation in the program file, which would include memoranda initiating the program or effecting policies controlling the program, typed statements of important decisions reached in telephone conversations or informal conferences, and stenographic transcripts of testimony taken and resolutions approved at formal conferences.

II. This information shall be prepared in seven copies. When the preparation of the program has been completed to the satisfaction of the commodity section chief, he shall initial the original under the line designated for the Administrator's signature.

III. The commodity section chief shall be responsible for presenting the program in turn to the Assistant Director of the Commodities Division in Charge of Production and the Assistant Administrator in Charge of the Commodities Division for their approval and, when approved, obtaining their initials on the original. The section chief shall see that the revisions suggested by these officers are made on all copies of the program.

IV. The commodity section chief shall then forward simultaneously a copy of the program to each of the following divisions:

Finance Division*
Program Planning Division
Office of General Counsel
Comptroller's Office
Department of Agriculture agencies whose services are to be used in connection with the plan.

V. Each of the aforementioned offices or divisions will, upon receipt, examine the program insofar as the work of the immediate office or division is concerned, and prepare memoranda recommending such revision as may appear necessary. Said offices, upon the approval of the office or division head, will return the copy of the program sent to them, and seven copies of any recommendation that may be made by their respective office to the commodity section chief. This section chief shall confer with these officers from time to time as to such questions of policy which may arise and have to be brought to the Administrator for final decision.

VI. The commodity section chief shall then present all copies of the program and memoranda pertaining thereto to the Administrator and a conference will be called with the following officers:

Director of Finance
Assistant Administrator in Charge of Program Planning
Assistant Administrator in Charge of Commodities
General Counsel
Comptroller
Commodity Section Chief

for the purpose of determining what revisions of the proposed program may be necessary. Upon approval of the program, a minute should be passed of the action taken by the Committee to record its action. After this has been done, the conferees will initial the original copy under the line designated for the Administrator's signature. The Administrator will then affix his signature and submit the program to the Secretary of Agriculture for his action.

VII. After approval by the Secretary, the original of the approved program will be filed in the Permanent Records files of the Agricultural Adjustment Administration.

C. C. Davis

C. C. DAVIS
Administrator.

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* The Director of Finance shall contact the Bureau of Internal Revenue to give that Bureau an opportunity to study the Tax Plan from the standpoint of administrative feasibility.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

March 8, 1934.

Subject: Confidential Financial Report.

Period Covered: 12 Months Ending December 31, 1933.

Dear Sir:

In connection with the marketing agreement for your Milk Shed, we are sending attached three copies of our Form AAA-136, "Distributor's Confidential Report of Profit and Loss with Balance Sheet and Cost Statistics," asking that you have one of them filled out, sworn to and returned to this office within ten days from the date of this letter. The extra copies may be retained for your files.

Your reply will be kept strictly confidential.

Enclosed is a franked envelope for the return of this form, which requires no postage and is addressed to Comptroller, attention Supervising Field Auditor, Agricultural Adjustment Administration, Washington, D. C.

Yours very truly,

John B. Payne

John B. Payne,
Comptroller.

Enclosures

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

March 10, 1934.

MEMORANDUM

To: All Chiefs of Divisions and Sections, and Administrative Assistants handling personnel.

The following communication was received recently by the Secretary of Agriculture from the Director of the Budget:

> "The President has requested me to inform you that it is his desire that no contacts or negotiations be made by officers or representatives of one department or agency with employees of another department or agency with a view to securing the services of such employees before approval is given to such contacts and negotiations by the heads of the organizations concerned."

The personnel policy of the Agricultural Adjustment Administration is directly in line with the President's Wishes in this respect and must be faithfully observed.

In this connection it has come to our attention that there has been considerable activity of a similar nature between various sections and units of the A.A.A.; that is, representatives of various units making overtures to employees in other units without first obtaining the approval of such action by the employees' Section Chiefs. This practice must be discontinued.

T. Weed Harvey,
Assistant to Administrator.

March 20, 1934.

MEMORANDUM TO ALL MEMBERS OF THE
OFFICE OF THE GENERAL COUNSEL

In order that an efficient mail and files system may be maintained, it is absolutely essential that two carbon copies of all correspondence are made for the central files, Office of the General Counsel, Room 5416.

Frank M. Bowie,
Senior Clerk,
Office of the General Counsel.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C

March 30, 1934.

Amendment No. 1
to
Memorandum of July 29, 1933, entitled

"Services Rendered by Bureaus and Offices Within The Department in Carrying Out The Provisions of The Agricultural Adjustment Act".

The following section is added:

10(a) Where reimbursement or transfer of A.A.A. funds has been authorized pursuant to the provisions of this memorandum (memo of July 29, 1933) and it is found, as the work proceeds, that while the purposes of the authorization can be carried out within the total amount of such reimbursement or transfer the objective classification of expenditures as estimated on the Exhibit A originally approved can not be adhered to because of unanticipated developments, a revised objective classification will be filed with the Agricultural Adjustment Administration as soon as it is apparent that the original objective classification of expenditures can not be followed. Such revision, to be signed by the Chief of the Bureau concerned, will properly identify the particular Exhibit A involved, by number, date, and otherwise as may be necessary and will show the classification of expenditures as originally estimated and as changed, together with a brief explanation of the reason for such changes. Prompt notification of these changes is necessary in order to prevent delays in auditing and payment of bureau claims. The revised objective classification will be addressed to the Director of the Finance Division, A.A.A., and furnished in triplicate. Upon approval of the Finance Division, two copies will be sent by the Finance Division to the Comptroller, A.A.A., for recording and auditing information.

(b) This section does not authorize any change in the purpose or scope or any extension or increase in the total amount of an authorization for reimbursement or transfer.

H A Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

April 2, 1934

MEMORANDUM TO DIRECTORS OF DIVISIONS AND CHIEFS OF SECTIONS

Effective immediately, all entrance salaries of officers and employees of the Agricultural Adjustment Administration must be fixed in accordance with the Classification Act Schedule, of 1923 and as amended (copy attached), and all positions classified by the Civil Service Commission at the time of appointment. This action is necessary in order to comply with the provisions of the Agricultural Adjustment Act.

Chester C. Davis.

Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

April 3, 1934

Memorandum to Division Heads, Section Chiefs
and other Executives:

Subject: Legal Advisory Committee.

Attention is invited to the purpose and duties of the Legal Advisory Committee created August 12, 1933, which consists of a member to represent the Commodities Sections, a member to represent the General Counsel and a member to represent the Comptroller.

The duties and functions of this Committee were promulgated in Special Office Order No. 1, dated August 31, 1933. The present members of the Committee are:

Mr. E. E. Naylor - Comptroller's Office
Mr. W. V. Crosswhite - General Counsel's Office
Mr. H. H. Schutz - Commodities Sections

This Committee was created primarily for the purpose of passing upon involved questions of policy and procedure arising in contracts after their receipt in Washington. The services of this Committee are available to all sections of the Agricultural Adjustment Administration.

The work of accepting and making payments under contracts will be greatly facilitated if all matters having to do with the authority of executors, administrators, guardians, trustees and other representatives of principals to enter into contracts with the Agricultural Adjustment Administration, which require authoritative decision, be referred to the Committee, also matters having to do with special adjustment on account of inconsistencies appearing in contracts.

The member representing the General Counsel's office gives his entire time to the work of the Committee, which insures prompt action on questions presented. It is, therefore, directed that all matters requiring legal and administrative decisions having to do with the acceptance of contracts after their receipt in Washington, and making payments thereunder, be referred to the Committee for consideration.

Representatives of the various divisions and sections may be present during the Committee's consideration of questions in which they are interested. If the services of this Committee are fully utilized, it will result in uniformity of action in the disposition of cases by the Contract Records Section.

C. C. Davis
Administrator

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

April 13, 1934.

Memorandum to County Agents:

Re: Procedure for Handling Checks and Official Forms Used in Connection with Rental and Price-Equalizing Payments for Flue-Cured Tobacco

Checks for rental and price-equalizing payments for flue-cured tobacco will be sent by registered mail directly from the Disbursing Section to the County Agent. With each package of checks will be sent the following:

Form DO-7 - A letter of transmittal from the Disbursing Clerk, the lower part of which is a "Certificate of Receipt". Immediately upon receipt of each package, the County Agent will fill in and sign the "Certificate of Receipt" and return this form to W. R. Fuchs, Disbursing Clerk, United States Department of Agriculture, Washington, D. C.

Form 12 - "Receipt for Checks Delivered", in duplicate. This form will be used by the County Agent to obtain receipts from payees for checks delivered. No person other than the payee shall be allowed to sign for a check, unless such person presents a statement, signed by the payee, showing written authority, such statement to be attached to the original copy of Form 12. In the case of an absentee payee, the County Agent should mail the check to the payee, enclosing a copy of Form 12b, properly filled out, which shall be signed by the payee and returned to the County Agent and shall be attached to the original copy of Form 12.

Not later than fifteen days after checks are received, all checks that have not been delivered shall be attached to the original copy of Form 12, and Form 12, together with checks and other attachments, shall be returned by the County Agent to W. R. Fuchs, Disbursing Clerk, United States Department of Agriculture, Washington, D. C.

At approximately the same time that the checks are mailed by the Disbursing Section, the Contract Records Section will mail to the County Agent the following:

Form CR-XT-201 - "Memorandum to Producer", in duplicate, together with a letter of transmittal, CRT-10. Form CR-XT- 201 will be mailed in all cases where rental checks are mailed and shall be handled in accordance with instructions set forth in the letter of transmittal.

Form CRT-3 - "Equalization Payments Approved", together with a letter of transmittal, CRT-10A. This form will be mailed in all cases where checks for price-equalizing payments are mailed. It shall be retained as a part of the County Agent's file.

C. W. Warburton
C. W. Warburton
Director of Extension Work

J. B. Hutson
J. B. Hutson
Chief, Tobacco Section

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

April 25, 1934.

M E M O R A N D U M

ALL supplies used in the various offices of the Agricultural Adjustment Administration in Washington are to be requested from the PROPERTY AND SUPPLY SECTION.

In some offices it has become the practice to request various supply items such as standard AAA forms, letterheads, calendar pads, ruled pads, stenographers' notebooks, plain and ruled notebooks, plain tablets, loose leaf binders etc., from the Correspondence, Records and Printing Section, due to the fact that many of these items are often obtained from the Government Printing Office. This practice should be discontinued at once.

T. Weed Harvey

T. Weed Harvey,
Assistant to Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

May 3, 1934.

TO HEADS OF DIVISIONS, SECTIONS, AND OFFICES:

We are submitting herewith, in duplicate, a statement setting forth the status of your present allotment of funds for the fiscal year ending June 30, 1934. It is now desired that all allotments for the current fiscal year be revised as necessary and that allotments for the fiscal year ending June 30, 1935, be made. We request, therefore, that you give the accompanying statements your careful consideration.

You should then fill in the two columns in the statement provided for (1) revising your 1934 allotment as necessary, and (2) estimating your requirements for 1935. Your requested allotments will be examined by this division and after any necessary adjustments will be submitted to the Administrator for approval.

For your assistance in preparing your estimates, there is attached hereto a statement outlining the principal items of expense which may be included under the various objects of expenditure in your allotment requested.

In preparing your estimate of funds required for the cost of personal services, you should include the salaries of personnel detailed to your section from other sections, as well as the salaries charged directly to your section, as it is contemplated that the salaries of such detailed personnel will be charged against your allotment. If, however, personnel are, or will be, detailed from your section to other sections, the estimate of cost of personal services in your request for an allotment should be reduced by the amount of the salaries of such personnel detailed to other sections. Allotments of funds for personal services will not be approved for more than a sufficient amount to cover the current payroll of your section (after adjustment for detailed personnel), unless the necessity for such increase is fully explained.

When you have completed your estimates, the original copy of the attached statement showing your requested allotments should be signed by you and returned to this office (Room 4337), together with a list of the personnel by name now properly chargeable to your allotment showing basic salary rates; a similar list of personnel detailed from or to your section showing where such personnel is detailed from or to; a list of additional personnel estimated to be required during the periods covered by the requested allotments, if any, and a memorandum covering the necessity of such additional personnel, as well as any other items of unusual size included in estimated expenditures shown in your requested allotments.

It is also requested that those sections having to do with the formulation or administration of codes of fair competition submit a separate statement setting forth the amount included in the requested allotment for the fiscal year 1935 under each object of expenditure which it is estimated will be properly chargeable to the cost of such formulation or administration of codes. This statement should also be accompanied by a memorandum explaining the method used in allocating such estimated expenditures to code work. It is particularly important that a careful allocation of your total estimated expenditures between code work and other work of your section should be made as this allocation will be used as a basis for a request for the transfer of funds to this Administration from the National Industrial Recovery Administration to cover the cost of formulating and administering codes.

This material should be in our hands not later than May 15, 1934, as it will be necessary that allotments be finally determined, approved, and recorded, before any expenditures can be made during the fiscal year beginning July 1.

J. C. HOWELL,
Budget Section,
Finance Division.

Attachments.

OBJECTIVE CLASSIFICATION	PRINCIPAL ITEMS INCLUDED
01, Personal Services	Salaries, etc.
02, Supplies and Materials	Stationery and office supplies, scientific and educational supplies, reference books, etc.
05, Communication Service	Telegraph service, telephone service, commercial messenger service, postage, etc.
06, Travel Expenses	Commercial transportation (rail, water, and aerial vehicle fares), per diem in lieu of subsistence while in travel status, etc.
07, Transportation of Things	Freight and incidental charges, express and incidental charges, parcel post delivery, drayage, truckage, etc.
08, Printing and Binding, etc.	Printing and binding, and stenographic service, multigraphing, mimeographing, etc., by others than regular employees (job contract basis).
11, Rents	Rent of office space and rental or miscellaneous equipment, typewriters, adding machines, calculating machines, tabulating equipment, multigraphing and mimeographing machines, etc.
12, Repairs and Alterations	Repairs and alterations to buildings, repairs to machinery and equipment, other special and miscellaneous repairs and alterations, etc.
30, Equipment	Cost of furniture, furnishings, and fixtures, such as tables, desks, chairs, etc., office machines and devices, desk equipment, etc.
13, Special and Miscellaneous Current Expenses.	

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Office of the Comptroller

May 5, 1934

TO:

FROM: Mr. John B. Payne, Comptroller.

SUBJECT: Adjustment of allotments for expenditures on account of personnel detailed to other offices, divisions or sections.

In cases where employees have been detailed to another office, division or section, a report covering the services performed should be submitted at the close of each month hereafter by the organization unit furnishing the personnel.

This applies only to such services rendered for other sections commencing with January 1, 1934, as each office, division and section has already been charged for salaries up to that date on the basis of the personnel engaged on the work of the particular section.

I. Procedure for adjustments within same appropriation.

If both of the sections concerned are operating under the same appropriation, Form No. 1021, copies of which are attached, should be used in requesting credit for services performed by employees on detail. It should be prepared in triplicate, the original (white) for the Comptroller, the duplicate (yellow) for the section in which the services were performed, and the triplicate (yellow) to be retained by the section furnishing the employees. After certification by the section chiefs concerned, the original should be forwarded to the Office of the Comptroller for approval. A list should be attached to Form 1021, showing details of the employment, such as name of employee, period for which employee was detailed, salary per annum, and proportionate part of salary chargeable to the section for which the service was rendered.

It is requested that Form 1021 and attachment be forwarded promptly at the close of each month to the Comptroller so that proper adjustment on account of employees detailed to other sections may be reflected in payroll charges against the respective sections involved.

II. Procedure for adjustments between appropriations.

If the expenditures for the sections concerned are charged against different appropriations, it will be essential to follow the procedure and use the following forms outlined in General Regulations No. 78 promulgated by the Comptroller General of the United States under date of April 4, 1934, effective May 1, 1934:

Form 1080,	Voucher for adjustments between appropriations and/or funds (original - white)
Form 1080a,	Voucher for adjustments between appropriations and/or funds (memorandum - yellow)
Form 1080b,	Voucher for adjustments between appropriations and/or funds (collection voucher - blue)
Form 1080c,	Voucher for adjustments between appropriations and/or funds (memorandum of collection voucher - green)
Form 1081,	Schedule of adjustments

These forms will hereafter be used by the billing office in all cases where adjustments between appropriations are involved, in accordance with the provisions of General Regulations No. 78.

John B. Payne

JOHN B. PAYNE,
Comptroller.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

May 5, 1934.

To District Agents and Others Who are to Assist
with Landlord-Tenant Problem:

You have been called upon to assist the Agricultural Adjustment Administration with a difficult problem which will require patience, fairness and good judgment on your part. This problem has to do with a very large number of complaints and reports with reference to the relationship between landowners or landlords and tenants in connection with the cotton adjustment program.

In this work it is important that you keep clearly in mind the purposes of the Agricultural Adjustment Act, the broad policies involved in the Agricultural Adjustment programs and the necessary safeguards and precautions which must be observed in dealing with a problem of this nature. The Agricultural Adjustment Act is titled "An Act to relieve the existing national economic emergency by increasing agricultural purchasing power". The purpose of the Act is clearly stated in the following quotations from the Act:

Declaration of Emergency

> That the present acute economic emergency being in part the consequence of a severe and increasing disparity between the prices of agricultural and other commodities, which disparity has largely destroyed the purchasing power of farmers for industrial products, has broken down the orderly exchange of commodities, and has seriously impaired the agricultural assets supporting the national credit structure, it is hereby declared that these conditions in the basic industry of agriculture have affected transactions in agricultural commodities with a national public interest, have burdened and obstructed the normal currents of commerce in such commodities, and render imperative the immediate enactment of title I of this act.

Declaration of Policy

> Sec. 2. It is hereby declared to be the policy of Congress -
>
> (1) To establish and maintain such balance between the production and consumption of agricultural commodities, and such marketing conditions therefor, as will reestablish prices to farmers at a level that will give agricultural commodities a

purchasing power with respect to articles that farmers buy, equivalent to the purchasing power of agricultural commodities in the base period. The base period in the case of all agricultural commodities except tobacco shall be the prewar period, August 1909-July 1914. In the case of tobacco, the base period shall be the postwar period, August 1919-July 1929.

(2) To approach such equality of purchasing power by gradual correction of the present inequalities therein at as rapid a rate as is deemed feasible in view of the current consumptive demand in domestic and foreign markets.

(3) To protect the consumers' interest by readjusting farm production at such level as will not increase the percentage of the consumers' retail expenditures for agricultural commodities, or products derived therefrom, which is returned to the farmer, above the percentage which was returned to the farmer in the prewar period, August 1909-July 1914.

You will note that in the act the term "farmer" is used repeatedly which means that it is the purpose of the act that the benefits of the act and of the programs formulated and carried out under the act should be extended primarily to those people who are actually engaged in farming. Obviously, it is the purpose that these benefits be extended to the various classes of tenant farmers in fair and equitable proportion. The Agricultural Adjustment Act is an emergency act designed for the purpose of dealing with the acute emergency situation which exists with agriculture. Obviously, it is not intended that the act should be used in an effort to deal with deep-seated social problems which have existed over a long period of years and which will require a period of years for solution. To undertake to tie up a solution to these problems with the Agricultural Adjustment programs would probably make it impossible to carry out these emergency programs successfully. Regrettable and undesirable as some of the conditions are, it is not possible or advisable to undertake a definite and complete solution of these underlying economic and social problems as a part of an emergency program designed to relieve the existing economic emergency.

In line with these ideas it is not the purpose of the Agricultural Adjustment Administration to undertake to dictate the usual and normal relationships and tenure arrangements between landowners or landlords and their tenants. These are matters which are governed by established practice and by state law. However, the Agricultural Adjustment Administration has a definite obligation to so administer this emergency act and to so direct the programs formulated under the provisions of the act that the benefits of the act and of these programs

shall be extended to those who are actually engaged in the production and marketing of farm commodities in fair and equitable proportion. The cotton adjustment contract and the regulations with reference to this contract have been formulated on a basis which is considered fair and equitable to landowners and to tenants and the Agricultural Adjustment Administration has a very definite obligation to see that share-croppers, share-tenants, managing share-tenants and cash tenants shall actually receive the portion of rental and parity payments specified in the contract and that in no case shall the purposes of the Agricultural Adjustment Act be defeated by permitting anyone to take from or withhold from such tenants the benefits to which these tenants are entitled, or to use any other device as a means of securing for themselves a larger share of these benefits than specified in the contract or in administrative rulings and regulations. The Agricultural Adjustment Administration is obligated to see to it that these programs do not operate to the disadvantage of tenant farmers.

It is recognized that landowners, landlords and tenants as a whole have cooperated unselfishly in connection with the cotton adjustment program and that county agents and county committeemen have been fair and conscientious in their efforts to carry out the program in a fair and effective manner. A large number of complaints and reports have been received which indicate that, in a comparatively small percentage of cases, persons have adopted one means or another in an effort to take unfair advantage and to defeat the purposes of these programs. The number of such complaints and reports is sufficiently great to make it necessary that prompt and definite action be taken toward investigating such complaints and making such corrections as may be necessary and possible.

As a whole, these complaints have reference to the following points:

1. Displacement of tenants by landlords in violation of the contract. It has been reported that in certain cases large planters or operators are keeping a smaller number of tenants than heretofore, displaced large families and replaced them by small families, have displaced white share-tenants and replaced them with negro tenants or share-croppers, have refused to permit displaced tenants to remain in the houses rent-free and to use a portion of the rented acres in the production of food and feed for home consumption and have, by other menas, deprived tenants of means of livelihood in violation of the terms of the contract.

2. Changes in tenure status. It is claimed that in some cases large planters or operators have shifted from share-tenant basis to the share-cropper basis or have adopted a system of operating the land with hired labor, giving to each laborer a share of the crop as compensation.

3. Whitholding benefit payments. It is reported that in certain cases planters, operators, landowners or landlords have inserted special clauses in rental contracts or lease forms or have adopted supplemental special agreements by which their tenants surrender claim to any portion of rental and parity payments and agree to accept smaller acreages of cotton to be grown than heretofore and by which tenants surrender claim to any use of the rented acres. It is reported that in a considerable number of cases tenants have been required to enter into verbal agreements of the same sort and that in some cases tenants have been instructed by their landowners or landlords that they may either accept these terms or move from the farm and that in certain cases such tenants have been warned against reporting such matters to the county committee or county agent or the Agricultural Adjustment Administration under the threat of being displaced if they should do so. Certain instances have been reported of landowners or landlords who propose to re-rent the rented acres to the tenant on the farm for a specified cash rental rate or for a share of the food and feed crops to be grown by such tenants for home consumption. All of these are obviously in violation of the contract and the regulations.

4. Managing share-tenants. It has been reported that in a comparatively large number of cases share-tenants who seem to qualify under the provisions of the contract as managing share-tenants have been denied the right to sign contracts as managing share-tenants. It has been reported that in certain counties a very small percentage of share-tenants have been permitted to qualify and sign contracts as managing share-tenants while in nearby counties a majority of share-tenants have been permitted to qualify and sign contracts as managing share-tenants.

5. High rates of rent. It has been reported that in certain cases landowners or operators are requiring a higher rate of rent per acre than heretofore or a larger share of the crop than has heretofore been customary as a means of securing for themselves in an indirect way a larger portion of the rental and parity payments to be made under the provisions of the cotton adjustment program. Obviously, such prodedure definitely violates the spirit of the Agricultural Adjustment Act. Complaints have been made with reference to certain other practices or devises which have been adopted by one person or another in an effort to take unfair advantage under the cotton adjustment program.

It is recognized that many of such reports or complaints are probably without foundation, but the number of complaints is sufficiently great and of such a serious nature as to require that they be investigated and definite action taken to protect the rights and interests of tenant farmers as far as possible. It is recognized that these problems must be dealt with in such a way as not to unduly disturb the cotton adjustment program and in such a way

as not to arouse additional controversy and ill feeling between landowners and tenants. The work to be done must be carried on in close cooperation with those who have had charge of the cotton adjustment program in the states and counties and in close cooperation with the county cotton adjustment committees in the various counties. Those who have directed these activities have had a very difficult task to perform and the completion of these programs depends very largely upon their leadership. The work which you are to do in investigating and adjusting difficulties must be done in such a way as not to reflect unfavorably upon the work which has already been done by these local leaders, but is intended to safeguard and protect them in the work which they must do and to aid them in dealing with the difficult problems which arise.

Nothing must be done which might cause them to feel that their actions are being questioned and nothing must happen which might create an impression that the committeemen and others have not been fair and just. Also, the impression must not be created that there has been widespread effort to "chisel", cheat, or be unfair. Landlords as a whole have shown a desire and a willingness to be entirely fair and unselfish in connection with the cotton adjustment program. Some are reported to have voluntarily granted to their tenants a larger share of rental and parity payments than specified in the contract. It is not fair to the great majority who have been conscientious and unselfish in these matters that a small minority should be permitted to cast a cloud upon the whole program and bring criticism upon the South and upon the Agricultural Adjustment Administration by adopting unfair practices in connection with this program. The work which you are to do is as much for the protection of committeemen, county agents, landowners and others who have been unselfish and conscious in these matters as it is for the protection of tenants or of the Agricultural Adjustment Administration.

Procedure: Following the conference in Washington at which the problem will be discussed and the plans and procedure outlined, you will be detailed by J. Phil Campbell to visit certain counties where the problem is reported to be most acute and as you complete your work in one county you will be detailed to other counties from day-to-day or from week-to-week.

Upon reporting for work in a state you will first confer with the state director of extension and others in charge of the cotton adjustment program and discuss with them the purposes of the work and the procedure to be followed. It is important that the work in any state be carried on

with their full understanding and approval, and it is important that you maintain close contact with them and keep them fully informed of the progress of your work and that you take full advantage of their counsel and cooperation. It will be very helpful if the director of extension or someone representing him will go with you to the first county visited and assist you in developing the procedure.

In going into a county to which you have been assigned, you will take with you all available information with reference to the problems which exist in that county. You will go into the county without public announcement and will first go over the whole problem with the county agent and the county committee. It is advisable that you permit them to read this outline of procedure in order that they may understand fully the purposes of your work and the procedure to be followed. The county agent and the county committee will have valuable first-hand information concerning the circumstances in each case where dissatisfaction or difficulty is reported to exist and can give you valuable assistance in arriving at the facts.

After you have gone over the matter fully with the county agent and the county committee, you will determine the cases to be investigated and the procedure to be followed. You are authorized to call in landowners, landlords, tenants or others, or to call upon them in person and confer with them with reference to the circumstances in each particular case. In most cases it will be preferable to have one or more members of the county committee present at these conferences. You will find it advisable in most cases to call the landlowner and tenant together and discuss the matter with them with the view of conciliating and adjusting differences between them upon a basis which will be mutually fair and equitable. It is advisable to hold these conferences in closed session and you should avoid holding hearings or conferences before public assemblages where general controversity might arise. It will obviously be inadvisable to make any statements to the public press and you will recognize the need for doing your work in such manner as will avoid the possibility of arousing public controversy of agitation and ill feeling. The whole procedure must be carried out with the idea of conciliating and adjusting differences which exist and of correcting injustices or violations which have occurred.

Where you find that wilful violations have occurred or such procedure has been followed as to result in an injustice to anyone or where a tenant farmer or anyone else has been denied the rights, privileges and benefits to which he is justly entitled under the provisions of the contract and the regulations, you are authorized to take such action as you may determine to be best, in cooperation with the county committee and the county agent, in adjusting the difficulty or correcting the violation. In case of a

violation or injustice, you are authorized to inform the violator that his contract is not acceptable under existing conditions and arrangements, that if he will make the adjustments and corrections which you indicate and the county committee will certify that such corrections have been made, you will recommend acceptance of the contract, or you may authorize the submission of substitute contract or contracts and inform the parties concerned that such sutstitute contract or contracts will be recommended for acceptance in lieu of the original contract or contracts. If you find in any case that the tenants of a planter or operator actually qualify as "Managing share tenants" and have been denied the right to sign as managing share tenants, you may instruct the planter or operator that his contract is not acceptable and that such tenants should be permitted to sign contracts as "Managing share tenants" and that you will recommend the acceptance of such contracts in lieu of the contract which has been submitted by such planter or operator covering all the farms occupied and operated by such tenants. In cases where it is found that a planter or operator has displaced tenants in violation of the contract and the regulations, you are authorized to inform such planter or operator that acceptance of his contract will not be recommended unless correction is made and that if such corrections are made without delay and the county committee will certify that such corrections have been made and the contract complied with in full acceptance of the contract will be recommended. The same procedure will be followed in connection with other complaints, difficulties and violations and the whole procedure shall be conducted with the view of correcting violations and difficulties and removing causes of complaint and misunderstanding with the least possible delay.

You are authorized to employ the necessary competent clerical and stenographic help and you will make a complete record of all testimony and other information with reference to each case investigated and will prepare a complete record of your findings, of the action taken in each case and the recommendations made by you with reference to each case. All of such record will be filed by you as a part of your report and your recommendations with reference to each case and shall become a part of the permanent record of the Agricultural Adjustment Administration.

You have been requested to assist with this work because of your experience in dealing with the practical problems of farm people and because of your understanding of the practical safeguards which must be observed in dealing with the problem. You will recognize that for various reasons many tenant farmers will probably hesitate to present their cases for consideration. This makes it necessary that such procedure be followed by you as will enable such tenants to make contact with you and present their cases and their points of view without the fear if intimidation or retaliation. It may be that in certain cases it will be best to confer with such tenants on their own farms or in private conference without the presence of the landlord, the county agent, the county committee, or anyone else.

In each case which is brought to your attention, it is essential that a written statement of facts and claims presented by each person be prepared and signed by the person making the statement or complaint and it is essential that you communicate with all persons concerned in order that each case may be considered in the light of all the existing facts and circumstances. You will recognize that to require radical changes in procedure and interpretations at this late date might seriously interfere with the program of the cotton adjustment program, might make the work of county committeemen and state review boards much more difficult and might delay acceptance of contracts from counties and states and otherwise seriously disturb the progress of the program. This, of course, should not occur and whatever action may be taken must be taken in full recognition of the fact that the program is well underway and must be carried to completion with the least possible delay.

One of the problems with which you will have to deal is that of the interpretation which has been placed upon the term "managing share-tenant". It is reported that there is considerable variation in the interpretation which has been placed upon this term in different counties and upon different farms. It is recognized that you will not be able to deal with this question intelligently and effectively unless you have a more definite interpretation of the term "managing share-tenant" than has heretofore been available. For that reason the following interpretations of the term will be used by you as a general guide.

The term "managing share-tenant", as used in the 1934 and 1935 Cotton Acreage Reduction Contract, and in the Administrative Rulings and Instructions relating thereto, shall mean a share tenant who:

(a) occupies and operates a definite and distinct tract of land or operating farm unit, which is possible of description as required in the contract, which has it own cropping system, and which is operated independently of any other tract, regardless of whether it is a part of a larger piece of property or comprises an entire holding in and of itself, and

(b) performs or directs all labor incident to production and harvesting of crops on the tract of land described in clause (a) above, without direct supervision by the owner, being accountable to the owner only for rentals and for the general welfare and condition of the farm property according to an initial agreement or understanding; provided, however, that designation at the beginning of the year or at periodic intevals of the acreages of crops to be grown, instructions as to time and place of ginning and marketing cotton, by the owner or landlord, or an agent of the owner, or landlord, and occasional visits to the farm by the owner, or landlord, or an agent of the owner or landlord, to talk with the tenant

about said matters shall not within themselves constitute "direct supervision" within the meaning of those words as used in this clause.

Obviously, it will not be advisable to undertake to readjust all contracts in which this question is involved becuase to do so would require that much of the work of county committees and state review boards would have to be done over, new contracts would have to be submitted in many cases, readjustments in county totals and in individual contracts would be seriously affected and the entire program would be delayed.

In cases where it is found that share tenants qualify unquestionably as managing share-tenants but have not been granted the privilege of signing contracts as managing share-tenants, you will probably be able to adjust the matter by working out supplementary agreements between the parties concerned without interfering with the contract which has been signed by the landlord or you may be able to have contracts signed by such managing share-tenants and prorate to the tenants on the plantation or farm the acreage and allotment which have been approved by the county committee in the original contract and to substitute such contracts for the original contract. In this way a change of contract and of procedure will not interfere with the figures which have already been included in the county totals. These are problems which you will obviously need to work out in very close cooperation with the county committee and with the parties concerned. It will not be wise to arbitrarily require changes in a large number of such contracts and it will be necessary to use diplomacy and good judgment in whatever action you may take in connection with this particular phase of the problem.

Obviously, you will not give time and consideration to problems which are definitely outside the scope of this work. Your work will have to do only with landlord-tenant relationships in connection with the 1934-35 cotton adjustment contract. You will not give consideration to problems which involve the long-time relationships between landlords and tenants, systems of credit, rates of interest charged, prices charged for supplies of "furnish", or to rates of rental charged by landowners or landlords except as these may have been changed as a means of securing a larger share of the rental and parity payments than specified in the contract and in administrative rulings.

At the close of each week you will make a written report to Mr. J. Phil Campbell of the work which you have done during the week, the cases considered, the adjustments made, the action taken in each case, and the recommendations made by you. As each case is considered and decision reached, you will file with the county committee in the respective county a written report of the evidence and the findings and you will transmit such report to the Agricultural Adjustment Administration through Mr. J. Phil Campbell.

As has already been suggested, it is very important that these problems be dealt with in such manner as not to unduly disturb the progress of the cotton adjustment program or disturb the relationships between landowners and their tenants. Good judgment and diplomacy will be necessary on your part and you must keep in mind that the purpose of your work is to adjust, conciliate and arbitrate controversies and difficulties which may exist and to do whatever you can in each case to see that the purposes of the Agricultural Adjustment Program do not miscarry in any case and that the benefits which are intended for tenant farmers in connection with this program shall actually go to such tenants as far as possible.

It should be kept clearly in mind that this procedure is not designed solely for dealing with problems which have arisen in connection with the Cotton Adjustment program, nor is it the purpose to limit such procedure just to the Southern States. If the need arises, the same procedure will be followed in dealing with similar problems with reference to other commodity programs and in other regions. If you find that similar problems exist in connection with other Agricultural Adjustment Programs in the States and counties visited you will investigate the facts and report to Mr. Campbell and at the same time you will recommend the action which you believe should be taken.

We have confidence that you will be able to render very helpful service to the Agricultural Adjustment Administration in connection with this problem and that the work which you do will serve to strengthen and protect the Agricultural Adjustment Program.

Sincerely yours,

C. C. Davis

Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

I, H. A. Wallace, Secretary of Agriculture of the United States of America, acting under and pursuant to an Act of Congress known as the Agricultural Adjustment Act, approved May 12, 1933, as amended, have determined and hereby proclaim that rental and/or benefit payments are to be made with respect to sugar beets and sugarcane, basic agricultural commodities.

In testimony whereof I have hereunto set my hand and caused the official seal of the Department of Agriculture to be affixed in the City of Washington this 9th day of May, 1934.

(Signed) H. A. Wallace,
Secretary of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D.C.

May 16, 1934.

MEMORANDUM TO DIRECTORS OF DIVISIONS
AND CHIEFS OF SECTIONS

Effective at once, all new appointments to positions in Field Service of the Agricultural Adjustment Administration will be made at the entrance salaries of the respective grades in accordance with the Classification Act schedule as amended.

All such appointments, insofar as possible, will be made at annual rates of pay. Only those employees who are employed for part-time or temporary work (one month or less) may be appointed on a per diem salary basis.

C. C. Davis,
Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

May 21, 1934

MEMORANDUM FOR DIRECTORS OF DIVISIONS, SECTION CHIEFS AND OTHER OFFICIALS OF THE AGRICULTURAL ADJUSTMENT ADMINISTRATION

The Permanent Records Unit of the Correspondence, Records and Printing Section, Division of Information, has been established for the purpose of building up and safekeeping records of important determinations and actions, such as production control programs, including tax plans, plans for the removal of surplus agricultural commodities, marketing agreements and codes of fair competition. It has been instructed to take steps to complete records of past actions or determinations which may be incomplete. You are directed to cooperate with this Unit and give access to any of your files for the purpose of carrying out these instructions. Any office which has originals or initialed copies of documents executed by the Secretary of Agriculture, as submitted in support of such recommendations, which, under existing regulations and practices, do not properly belong there, should transfer such documents immediately to the Permanent Records Unit which will file them or see that they are delivered to the proper office for safekeeping.

The Permanent Records Unit is directed to keep, in addition to certain originals, duplicate dockets relating to such determinations and actions, embracing copies of formal acts by the Secretary of Agriculture under the Agricultural Adjustment Act as amended, and all data submitted in support of the recommendations to the Secretary. These duplicate dockets are maintained for the convenience of responsible officials of the Agricultural Adjustment Administration for reference purposes. To avoid unnecessary duplication of effort, officers of the Administration whose work requires reference to such documents should make use of the facilities of this Unit rather than building up similar files of their own.

Proposed recommendations by the Administrator to the Secretary of Agriculture for action upon important matters have, in some instances, been presented to the Administrator's office with inadequate supporting data. The Permanent Records Unit is directed to recommend to the Administrator and other executive officers changes in procedure or methods which will ensure more complete dockets in the future.

C. C. Davis
Administrator

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

May 26, 1934.

MEMORANDUM FOR SECTION CHIEFS

It seems advisable to again call attention to the necessity for allowing a reasonable length of time for the consideration of documents requiring the approval of the Administrator and of the Secretary. It is obviously not reasonable to expect that documents, many of which present important problems requiring decisions as to administrative policy, shall be signed by the Administrator and the Secretary without due consideration of the problems presented in these documents. In many cases dockets coming forward for approval contain differences in opinion as between the particular section involved, the Legal Division and the Consumers' Counsel. The bases for these differences of opinion must be adequately understood before final approval can be recommended and obtained for such documents.

In some cases a closer cooperation between the assigned personnel from the Legal Division, the Consumers' Counsel and the particular section involved with a view to eliminating unnecessary differences of opinion on minor points would simplify the problem from the standpoint of the administrative office, and also from the standpoint of the Secretary's office.

The Secretary's office is cooperating in every way to obtain quick approval of all matters which require action on the part of the Secretary. It is incumbent upon us, however, in the preparation of documents to allow sufficient time for their consideration by the Secretary's office.

C. C. Davis

C. C. Davis,
Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

May 26, 1934.

MEMORANDUM TO DIRECTORS OF DIVISIONS
AND CHIEFS OF SECTIONS.

Your attention is directed to Paragraph 495, Regulations of the United States Department of Agriculture, in which it is stated that four hours shall constitute a day's work on Saturdays in the District of Columbia.

If it becomes necessary at any time to require employees to work more than four hours on Saturdays, compensation for such extra time worked will be made by allowing the same amount of time off as soon thereafter as possible.

Records of overtime and compensatory time off will be kept within the section concerned, but the working of employees in excess of the regular Civil Service hours should at all times be discouraged, except in cases of emergency.

C. C. Davis

C. C. Davis,
Administrator.

BY THE SECRETARY OF AGRICULTURE OF THE UNITED STATES OF AMERICA

A PROCLAMATION

WHEREAS, by subsection (d) of Section 15 of the Act of Congress, approved May 12, 1933, as amended, known as the Agricultural Adjustment Act, it is provided that the Secretary of Agriculture shall "ascertain from time to time whether the payment of the processing tax upon any basic agricultural commodity is causing or will cause to the processors thereof disadvantages in competition from competing commodities by reason of excessive shifts in consumption between such commodities or products thereof. If the Secretary of Agriculture finds, after investigation and due notice and opportunity for hearing to interested parties, that such disadvantages in competition exist, or will exist, he shall proclaim such finding. The Secretary shall specify in this proclamation the competing commodity and the compensating rate of tax on the processing thereof necessary to prevent such disadvantages in competition. Thereafter there shall be levied, assessed, and collected upon the first domestic processing of such competing commodity a tax, to be paid by the processor, at the rate specified, until such rate is altered pursuant to a further finding under this section, or the tax or rate thereof on the basic agricultural commodity is altered or terminated. In no case shall the tax imposed upon such competing commodity exceed that imposed per equivalent unit, as determined by the Secretary, upon the basic agricultural commodity." And

WHEREAS, by subsection (c) of Section 10 of said Act, the Secretary of Agriculture is authorized, "with the approval of the President, to make such regulations with the force and effect of law as may be necessary to carry out the powers vested in him by this title, including regulations establishing conversion factors for any commodity and article processed therefrom to determine the amount of tax imposed or refunds to be made with respect thereto. Any violation of any regulation shall be subject to such penalty, not in excess of $100, as may be provided therein." And

WHEREAS, Henry A. Wallace, Secretary of Agriculture of the United States of America, acting under and pursuant to the authority contained in said Act, on December 1, 1933, made the following Proclamation:

> "I, H. A. WALLACE, Secretary of Agriculture of the United States of America, acting under and pursuant to an Act of Congress, known as the Agricultural Adjustment Act, approved May 12, 1933, as amended, after investigation and due notice and opportunity for hearing to interested parties, and due consideration having been given to all of the facts, hereby find, and do hereby proclaim, that the payment of the processing tax upon cotton is causing, and will cause, to the processors thereof disadvantages in competition from paper, by reason of excessive shifts in consumption between such commodities or products thereof. I do accordingly hereby specify that the compensating rate of tax on the processing of

paper, necessary to prevent such disadvantages in competition, is 2.04 cents per pound weight of paper, on the first domestic processing of paper into multi-wall paper bags; 3.36 cents per pound weight of paper, on the first domestic processing of coated paper into coated paper bags; 2.14 cents per pound weight of open-mesh paper fabric, on the first domestic processing of open-mesh paper fabric into open-mesh paper bags; 0.715 cents per pound weight of paper, on the first domestic processing of paper into paper towels; 4.06 cents per pound weight of paper, on the first domestic processing of paper into gummed paper tape. Hereafter there shall be levied, assessed, and collected, upon the first domestic processing of paper into multi-wall paper bags, coated paper into coated paper bags, open-mesh paper fabric into open-mesh paper bags, paper into paper towels, or paper into gummed paper tape, as aforesaid, a tax, to be paid by the processor thereof, at the rates hereinabove specified, until such rates are altered pursuant to a further finding under Section 15 (d) of said Act, or the tax or the rate thereof on cotton is altered or terminated." And

WHEREAS, said Proclamation specifies, with respect to the processing of paper into gummed paper tape, that the compensating rate of tax necessary to prevent the disadvantages in competition set out therein is "4.06 cents per pound weight of paper, on the first domestic processing of paper into gummed paper tape." And

WHEREAS, Henry A. Wallace, Secretary of Agriculture of the United States of America, acting under and pursuant to the authority contained in said Act, on December 1, 1933, made Paper Regulations, Series 1, approved by the President on December 5, 1933, in which gummed paper tape is defined as follows: "Gummed paper tape is paper, one surface of which is covered with gum or other adhesive material, processed for distribution in ribbon form, and less than two inches in width." And

WHEREAS, with respect to the processing of paper into gummed paper tape, it appears that no factual basis existed as of December 1, 1933, for finding the disadvantages in competition set out in said Proclamation, other than with respect to the processing of paper into gummed paper tape of the kind commonly known as parcel (or package) sealing tape, one surface of which is covered with gum or other adhesive material; made from paper of more than 25 pounds weight basis and not more than 80 pounds weight basis (25 inches x 36 inches -- 480 sheets to the ream before gumming); having a tensile strength of more than 25 pounds pull to the finished width; processed for ultimate distribution in ribbon form, more than one-half inch but less than 2 inches in width, in rolls from 2 inches to 9 inches in diameter, including cores; with perforations or couponings, if any, not less than 12 inches apart, and that as to gummed paper tape other than parcel (or package) sealing tape, as hereinabove described, the findings proclaimed and the compensating rate of tax specified in said Proclamation are void. And

WHEREAS, with respect to the processing of paper into gummed paper tape, the compensating rate of tax, as of December 1, 1933, on the processing of paper necessary to prevent the disadvantages in competition found in said Proclamation, is a rate of tax on the processing of paper into gummed paper tape of the kind commonly known as parcel (or package) sealing tape as hereinabove described and not otherwise.

NOW, THEREFORE, be it known that I, R. G. Tugwell, Acting Secretary of Agriculture of the United States of America, by virtue of the authority vested in me by the Agricultural Adjustment Act, as above set out, do hereby proclaim, find, and specify that, as of December 1, 1933, with respect to the processing of paper into gummed paper tape, the compensating rate of tax on the processing of paper necessary to prevent the disadvantages in competition set out in the Proclamation of December 1, 1933, is 4.06 cents per pound weight of paper on the first domestic processing of paper into gummed paper tape, which said tape is hereby defined as follows:

> "Gummed paper tape is paper tape, commonly known as parcel (or package) sealing tape, one surface of which is covered with gum or other adhesive material; made from paper of more than 25 pounds weight basis and not more than 80 pounds weight basis (25 inches x 36 inches -- 480 sheets to the ream before gumming); having a tensile strength of more than 25 pounds pull to the finished width; processed for ultimate distribution in ribbon form, more than one-half inch but less than 2 inches in width, in rolls from 2 inches to 9 inches in diameter, including cores; with perforations or couponings, if any, not less than 12 inches apart."

Other than as hereinabove set out, this Proclamation does not void, correct, change, or alter the findings and specifications of the Proclamation of December 1, 1933.

In witness whereof I have hereunto set my hand and caused the official seal of the Department of Agriculture to be affixed in the City of Washington this 31st day of May, 1934, at 11:59 P.M.

R G Tugwell

R. G. TUGWELL
Acting Secretary of Agriculture.

AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.
June 8, 1934

* * * * * *

REMOVE PLANTING DATES FOR CORN AND SORGHUMS UNDER CONTRACTS

All restrictions as to dates for planting fodder corn and grain sorghums for forage on general or non-contracted acreage on farms under Wheat, Corn-Hog, or Tobacco Adjustment Contracts were removed today by the Agricultural Adjustment Administration.

This action constitutes a further measure to encourage production of adequate forage supplies, depleted by drought.

Modifications previously announced permitted unlimited planting of all forage crops, including fodder corn and grain sorghums, on the non-contracted acres of farms under contract, but provided for definite earliest planting dates for the corn and sorghums. These planting dates are now removed, and immediate planting of corn and sorghums is possible in all States.

Unlimited planting and harvest of all forage crops, except corn and grain sorghums, were also previously authorized on the rented or contracted acreage which are retired from basic crop production under the contracts.

(Press Service Release)
2806-34

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C

June 9, 1934.

To the Editor:

In view of the many requests from newspapers and magazines for signed articles by Chester C. Davis, Administrator of the Agricultural Adjustment Act, the enclosed article by Mr. Davis, entitled "The Farmers Run Their Show," has been made available to all newspapers, for release not earlier than Sunday, June 24.

For your use in connection with the article, we have available prints of nine pictures, cut lines of which are given on the enclosed sheet. If you wish to run any or all of these, we shall be glad to forward you the prints. Just check the ones you wish and return the sheet to us.

Yours very truly,

Alfred D. Stedman

Alfred D. Stedman,
Director, Division of Information.

BY THE SECRETARY OF AGRICULTURE OF THE UNITED STATES OF AMERICA

A PROCLAMATION

WHEREAS, by subsection (d) of Section 15 of the Act of Congress, approved May 12, 1933, as amended, known as the Agricultural Adjustment Act, it is provided that the Secretary of Agriculture shall "ascertain from time to time whether the payment of the processing tax upon any basic agricultural commodity is causing or will cause to the processors thereof disadvantages in competition from competing commodities by reason of excessive shifts in consumption between such commodities or products thereof. If the Secretary of Agriculture finds, after investigation and due notice and opportunity for hearing to interested parties, that such disadvantages in competition exist, or will exist, he shall proclaim such finding. The Secretary shall specify in this proclamation the competing commodity and the compensating rate of tax on the processing thereof necessary to prevent such disadvantages in competition. Thereafter there shall be levied, assessed, and collected upon the first domestic processing of such competing commodity a tax, to be paid by the processor, at the rate specified, until such rate is altered pursuant to a further finding under this section, or the tax or rate thereof on the basic agricultural commodity is altered or terminated. In no case shall the tax imposed upon such competing commodity exceed that imposed per equivalent unit, as determined by the Secretary, upon the basic agricultural commodity." And

WHEREAS, by subsection (c) of Section 10 of said Act, the Secretary of Agriculture is authorized, "with the approval of the President, to make such regulations with the force and effect of law as may be necessary to carry out the powers vested in him by this title, including regulations establishing conversion factors for any commodity and article processed therefrom to determine the amount of tax imposed or refunds to be made with respect thereto. Any violation of any regulation shall be subject to such penalty, not in excess of $100, as may be provided therein." And

WHEREAS, on December 1, 1933, the Secretary of Agriculture of the United States of America, acting under and pursuant to, and by virtue of, the authority contained in said Act, made the following Proclamation:

"I, H. A. Wallace, Secretary of Agriculture of the United States of America, acting under and pursuant to an Act of Congress, known as the Agricultural Adjustment Act, approved May 12, 1933, as amended, after investigation and due notice and opportunity for hearing to interested parties, and due consideration having been given to all of the facts, hereby find, and do hereby proclaim, that the payment of the processing tax upon cotton is causing, and will cause, to

the processors thereof disadvantages in competition from paper, by reason of excessive shifts in consumption between such commodities or products thereof. I do accordingly hereby specify that the compensating rate of tax on the processing of paper, necessary to prevent such disadvantages in competition, is 2.04 cents per pound weight of paper, on the first domestic processing of paper into multi-wall paper bags; 3.36 cents per pound weight of paper, on the first domestic processing of coated paper into coated paper bags; 2.14 cents per pound weight of open-mesh paper fabric, on the first domestic processing of open-mesh paper fabric into open-mesh paper bags; 0.715 cent per pound weight of paper, on the first domestic processing of paper into paper towels; 4.00 cents per pound weight of paper, on the first domestic processing of paper into gummed paper tape. Hereafter there shall be levied, assessed, and collected, upon the first domestic processing of paper into multi-wall paper bags, coated paper into coated paper bags, open-mesh paper fabric into open-mesh paper bags, paper into paper towels, or paper into gummed paper tape, as aforesaid, a tax, to be paid by the processor thereof, at the rates hereinabove specified, until such rates are altered pursuant to a further finding under Section 15 (d) of said Act, or the tax or the rate thereof on cotton is altered or terminated." And

WHEREAS, on December 1, 1933, the Secretary of Agriculture made Paper Regulation, Series 1, which were approved by the President on December 5, 1933. And

WHEREAS, acting under Section 15 (a) of said Act, I have certified to the Secretary of the Treasury that "large cotton bags, a class of products of cotton, are of such low value compared with the quantity of cotton used in the manufacture thereof that the imposition of the processing tax on cotton used in the manufacture of such products would prevent in large part the use of cotton in the manufacture of such class of products and thereby substantially reduce consumption and increase the surplus of cotton." And

WHEREAS, after investigation and due notice and opportunity for hearing to interested parties, and after due consideration of all the facts, I find that further findings of fact with respect to the disadvantages in competition found and proclaimed in the proclamation of December 1, 1933, and with respect to the competitive situation between cotton and its products on the one hand, and paper and its products on the other hand, as affected by the payment of the processing tax on cotton, and as affected by the payment of the processing tax on paper, must be made. And

WHEREAS, after investigation and due notice and opportunity for hearing to interested parties, and due consideration having been given to all the facts, I find that an alteration of the compensating rate of tax on the processing of paper necessary to prevent the disadvantages in

competition found and proclaimed on December 1, 1933, must be specified. And.

WHEREAS, I find, after such investigation and after such hearing of interested parties, that the competitive situation between cotton and its products on the one hand, and paper and its products on the other hand, is such that unless there exists a compensatory rate of tax on the first domestic processing in certain forms of paper, the payment of the processing tax on cotton will cause to the processors thereof disadvantages in competition from paper by reason of excessive shifts in consumption from cotton and its products to:

(a) paper when processed into paper towels,

(b) paper (open-mesh paper fabric) when processed into open-mesh paper bags as hereinafter defined,

(c) paper when processed into all paper bags, of a sacking capacity of four and one-half pounds and over, and less than seventy-five pounds, (including coated paper bags and multi-wall paper bags, but not including open-mesh paper bags) printed, labelled, or otherwise identified as bags designed and in form for use in the packaging of grain flours, corn meal, sugar, salt, fertilizers, feeds or potatoes. And

WHEREAS, I find, after such investigation and after such hearing of interested parties, that the payment of the processing tax on cotton is causing and will cause to the processors thereof disadvantages in competition from paper by reason of excessive shifts in consumption between cotton and paper when processed into other bags, in addition to coated paper bags, and in addition to multi-wall paper bags, printed, labelled, or otherwise identified, as bags designed and in form for use in the packaging of grain flours, corn meal, sugar, salt, fertilizers, feeds or potatoes; the processing of paper into such other bags not having been within the terms of the Proclamation of December 1, 1933, and the present finding being, therefore, effective as of the date of the present proclamation. And

WHEREAS, the proclamation of December 1, 1933, finds such disadvantages in competition existed and would exist with respect to paper (coated paper) when processed into coated paper bags, and paper when processed into multi-wall paper bags (both as defined in Paper Regulations, Series 1). And

WHEREAS, with respect to all paper bags not included in the finding of December 1, 1933, but included in the present finding, the present finding is effective only as of the date of this proclamation. And

WHEREAS, I find, in view of the physical characteristics of paper, as a commodity in competition with cotton, as contrasted with the physical characteristics of cotton, that a compensating rate of tax on the processing of paper necessary to prevent the disadvantages in competition found and proclaimed on December 1, 1933, and found and proclaimed in this proclamation, with respect to the processing of paper into bags (other than open-mesh paper bags) should hereafter be computed and measured by the product of the first domestic processing, rather than by the weight of material entering processing. And

WHEREAS, I find that, with respect to the processing of paper into all paper bags (other than open-mesh paper bags) the compensating rate of tax, and the rate of tax necessary to prevent the disadvantages in competition in said proclamation found, and the disadvantages found in the present proclamation, should hereafter be specified as a compensating rate of tax on the processing of paper into paper bags of a sacking capacity of four and one-half pounds and over, and less than seventy-five pounds, printed, labelled, or otherwise identified, as bags designed and in form for use in the packaging of grain flours, corn meal, sugar, salt, fertilizers, feeds or potatoes.

NOW, THEREFORE, be it known that I, H. A. Wallace Secretary of Agriculture of the United States of America, acting under and pursuant to, and by virtue of, the authority vested in me by an Act of Congress known as the Agricultural Adjustment Act, approved May 12, 1933, as amended, after due consideration of all the facts do hereby proclaim all my findings as above set out, which are further findings under Section 15 (d) of said Act, and do hereby specify that hereafter the compensating rate of tax on the processing of paper necessary to prevent such disadvantages in competition is:

(a) With respect to the processing of paper into paper towels, .346 cent per pound weight of paper on the first domestic processing of paper into paper towels.

(b) With respect to the processing of paper into all paper bags, including coated paper bags and multi-wall paper bags, but not open-mesh paper bags, on the first domestic processing of paper into paper bags printed, labelled or otherwise identified as bags designed and in form for use in the packaging of grain flours, corn meal, sugar, salt, fertilizers, feeds or potatoes, of a sacking capacity of four and one-half pounds and over, and less than seventy-five pounds:

4.5 to 5.4 pound size bags, inclusive, $1.24 per thousand bags produced,

5.5 to 7.9 pound size bags, inclusive, $1.47 per thousand bags produced,

8 to 10.9 pound size bags, inclusive, $2.02 per thousand bags produced,

11 to 12.9 pound size bags, inclusive, $2.25 per thousand bags produced,

13 to 16.9 pound size bags, inclusive, $3.11 per thousand bags produced,

17 to 29.9 pound size bags, inclusive, $3.96 per thousand bags produced,

30 to 74.9 pound size bags, inclusive, $7.91 per thousand bags produced.

(c) With respect to the processing of paper (open-mesh paper fabric) into open-mesh paper bags, no further findings are made, and no alteration is specified of the compensating rate of tax specified in said proclamation of December 1, 1933, except that such bags are hereby defined as follows:

Open-mesh paper bags are bags made from open-mesh paper fabric and having a cut area (area of fabric before sewing or folding) of less than 950 square inches per bag; or having a basis weight of less than 369 pounds of paper content per thousand bags; and bags having a basis weight greater than 369 pounds but less than 825 pounds of paper content per thousand bags provided that for each pound decrease in basis weight from 825 pounds per thousand bags the cut area per bag be not more than 1.15 square inches greater than 950 square inches.

(d) With respect to the processing of paper into gummed paper tape this proclamation makes no further findings or specifications whatsoever, in view of the terms and nature of the proclamation of the Acting Secretary of Agriculture dated May 31, 1934.

(e) In so far as the compensating rate of tax above specified affects the processing of coated paper into coated paper bags, and paper into multi-wall paper bags weighing more than 200 pounds per thousand, and paper into paper towels, it is a specification, effective as of the date of this proclamation, of the altered rate of tax necessary to prevent the disadvantages in competition found; in so far as such specified rate affects the processing of paper into bags, as to which no findings and no specifications of rate were made in the proclamation of December 1, 1933, it is a specification effective as of the date of this proclamation of the compensating rate of tax on the processing of paper necessary to prevent the disadvantages in competition found herein to be caused to processors of cotton by the payment of the processing tax on cotton as a result of excessive shifts in consumption from cotton to paper when processed into such bags.

In testimony whereof I have hereunto set my hand and caused the official seal of the Department of Agriculture to be affixed in the city of Washington, this 12th day of June, 1934, 12:01 a.m.

H. A. Wallace

Secretary of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

CERTIFICATE

I, H. A. Wallace Secretary of Agriculture, of the United States of America, acting under and pursuant to an Act of Congress, known as the Agricultural Adjustment Act, approved May 12, 1933, as amended, after investigation and due notice and opportunity for hearing to interested parties, and due consideration having been given to all the facts, hereby find, and do hereby certify to the Secretary of the Treasury that large cotton bags, a class of products of cotton (as hereinafter defined), are of such low value compared with the quantity of cotton used in the manufacture thereof that the imposition of the processing tax on cotton used in the manufacture of such products would prevent in large part the use of cotton in the manufacture of such class of products and thereby substantially reduce consumption and increase the surplus of cotton.

Large cotton bags are defined as follows:

Large cotton bags are bags having a cut area (area of fabric before folding or sewing) of 950 square inches, or over, and a weight basis of 380 pounds, or over, cotton content per thousand bags; or bags having a cut area of 1,475 square inches, or over, and a weight basis of 170 pounds, or over, cotton content per thousand bags; or bags having intermediate cut areas and/or weights, provided that for each per pound decrease in the basis weight from 380 pounds per thousand bags, the cut area per bag shall be at least 2-1/2 square inches greater than 950 square inches. This definition does not include large cotton bags or tubes manufactured, fabricated, and designed in form for cutting or dividing into smaller bags with specifications below those above set out.

In witness whereof I have hereunto set my hand and caused the official seal of the Department of Agriculture to be affixed in the City of Washington this 12 day of June, 1934.

H A Wallace

Secretary of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

CERTIFICATE FROM THE SECRETARY OF AGRICULTURE
TO THE SECRETARY OF THE TREASURY

WHEREAS, on June 12, 1934, Henry A. Wallace, Secretary of Agriculture of the United States of America, acting under and pursuant to Section 15, subsection (a), of an Act of Congress, known as the Agricultural Adjustment Act, approved May 12, 1933, as amended, after investigation and due notice and opportunity for hearing to interested parties, and due consideration having been given to all the facts, found and certified to the Secretary of the Treasury "that large cotton bags [as in said certificate defined], a class of products of cotton, are of such low value compared with the quantity of cotton used in the manufacture thereof, that the imposition of the processing tax on cotton used in the manufacture of such products would prevent in large part the use of cotton in the manufacture of such class of products and thereby substantially reduce consumption and increase the surplus of cotton." And

WHEREAS, by the Act approved June 26, 1934, Public Number 476, Section 15, subsection (a), of the Agricultural Adjustment Act, has been amended to provide that the Secretary of Agriculture shall specify "whether such result will in his judgment most effectively be prevented by a suspension of the imposition of the processing tax or a refund of the tax paid, with respect to such amount of the commodity or any product thereof as is used in the manufacture of such products".

NOW, THEREFORE, I, H. A. WALLACE Secretary of Agriculture of the United States of America, acting under and pursuant to the provisions of Section 15, subsection (a), of the Act of Congress, known as the Agricultural Adjustment Act, approved May 12, 1933, as amended, do hereby certify and specify to the Secretary of the Treasury that such result will, in my judgment, most effectively be prevented by a refund of any tax paid under

the Agricultural Adjustment Act, as amended, with respect to such amount of cotton or any product thereof as is used in the manufacture of large cotton bags, on the following basis:

Upon the manufacture of large cotton bags from cotton fabric, as herein defined, the manufacturer thereof shall be entitled at the time of such manufacture to a refund of the amount of any tax paid under the Agricultural Adjustment Act, as amended, with respect to the cotton fabric used in such manufacture. The manufacturer of such large cotton bags is hereby specified as the person entitled to the refund of the amount of tax paid with respect to such amount of cotton fabric as is used by him in the manufacture of large cotton bags.

Large cotton bags are defined as follows:

> Large cotton bags are bags having a cut area (area of fabric before folding or sewing) of 950 square inches, or over, and a weight basis of 380 pounds, or over, cotton content per thousand bags; or bags having a cut area of 1,475 square inches, or over, and a weight basis of 170 pounds, or over, cotton content per thousand bags; or bags having intermediate cut areas and/or weights; provided, that for each per pound decrease in the basis weight from 380 pounds per thousand bags, the cut area per bag shall be at least 2-1/2 square inches greater than 950 square inches. This definition does not include large cotton bags or tubes manufactured, fabricated, and designed in form for cutting or dividing into smaller bags with specifications below those above set out.

Cotton fabric is defined as follows:

> Cotton fabric means any fabric made from cotton, including sheetings, osnaburgs, ducks, open-mesh fabric and nets, whether flat or tubular, used in the manufacture of large cotton bags as hereinabove defined.

Manufacture is defined as follows:

> Manufacture means the fabrication of cotton fabric into large cotton bags, ending with the formation of the completed bag.

In witness whereof I have hereunto set my hand and caused the official seal of the Department of Agriculture to be affixed in the City of Washington this 7th day of July , 1934, at 12:01 A.M.

H. A. WALLACE
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

June 13, 1934.

MEMORANDUM FOR DIVISION HEADS
AND SECTION CHIEFS

The following is an excerpt from a memorandum addressed to the office of the Administrator from the office of the Secretary:

"For some time our File Room has maintained a policy of advising Mr. James H. McCormick as soon as any Regulations, Trade Agreements, Codes, Notices of Hearing, and other documents have been signed. Apparently this has not deterred various employees of the AAA from calling both this office and Mr. Haley, asking whether or not such documents have been signed. In some cases, we have been called as frequently as ten times in one day about a particular document. Obviously this results in a great loss of time for both the person placing the call and the person answering the inquiry and it does not expedite the handling of documents sent to this office for approval.

"I believe it would be well if you would send out a circular leeter to all Sections and Divisions to the effect that no calls are to be made to either this office or Mr. Haley's Office concerning papers sent here for approval, but that Mr. McCormick or someone in his office should be called when it is necessary."

Please, therefore, address all inquiries regarding the status of any documents that may have been forwarded for approval, to Mr. James H. McCormick, telephone extension 2635 or 2712, who will be informed as to whether or not the proper signatures have been affixed.

Chester C. Davis

Chester C. Davis,
Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF EXTENSION WORK
WASHINGTON, D. C.

Circular Letter
Miscellaneous - No. 66

June 15, 1934

To All State Extension Directors:

An advance copy of a leaflet entitled, "The Weather, the Farmers, and the Nation's Food," by Chester C. Davis, Administrator of the Agricultural Adjustment Administration, is enclosed. A preliminary supply of this leaflet approximating 20 copies for each county in your State is being sent in bulk to you immediately. Additional supplies of the leaflet will be sent upon request.

We are sending a copy each of this letter and of the leaflet to all extension workers. County extension agents desiring more copies of the leaflet for local distribution should forward their request to the State director's office. It is our feeling that the publication of this leaflet is especially timely, and we trust that it may be given wide distribution.

Very truly yours,

C. W. Warburton,
Director of Extension Work.

Enclosure.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
AND EXTENSION SERVICE COOPERATING
WASHINGTON, D.C.

Circular Letter
Miscellaneous - No.68

June 20, 1934

To State Extension Directors and County Agricultural Agents:

Under date of April 27 we addressed to you a statement of policy with reference to the matter of officials or committeemen of county production control associations becoming candidates for political office. Certain questions have arisen with reference to the matter, which seem to make an additional statement necessary.

Obviously, no uniform policy or prescribed procedure in this matter can be followed in all States. The meaning of the term "political office" will differ in different States and counties. For instance, membership on the Board of Education of a local school should not be considered a political office. In many States the position of Township Supervisor, Justice of the Peace, Constable, or other similar local office is, generally speaking, not considered a political office.

The Agricultural Adjustment Administration exists only for the purpose of accomplishing economic adjustment as a constructive cooperative movement of all farmers without regard to politics. The county production control associations are likewise nonpolitical and exist solely for the purpose of cooperation by farmers in production control. If the purposes of the adjustment program are to be achieved and the best interests of farm people are to be served effectively, these programs and the county production control associations must be kept free from politics and from unrelated controversial issues. The use of the production control association to further the political ambitions of any candidate is definitely in conflict with the purpose of the Agricultural Adjustment Act and with the purposes of the adjustment programs.

In order that each case may be handled in the light of existing conditions it will be left to the decision of the county association in each county as to the procedure which should be followed in each case. When any member of the Board of Directors or County Committee, or any other official of the association becomes a candidate for political office, the Board of Directors or the County Committee of such association will confer in regular

session with reference to the matter and will determine the procedure which should be followed. If such Board of Directors or County Committee believes that the candidacy of such individual may involve the association in political controversy, the decision should be conveyed by the County Committee to the individual concerned, and obviously such person should be willing to voluntarily sever his connections with the association in order not to involve the association in his political activities.

The Administration has no desire to embarrass or handicap citizens in their desire or ambition to render service as public officials. Its only desire in this matter is to avoid the possibility of having the county associations and the adjustment programs become involved, to their detriment, in political controversy or partisan political activity. It is the belief and expectation that the county production control associations will safeguard these interests in the most effective way possible.

C. W. Warburton,
Director of Extension.

Chester C. Davis,
Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

June 21, 1934.

MEMORANDUM FOR CHIEFS OF SECTIONS

AND ALL EMPLOYEES HANDLING TELEGRAMS.

Your attention is directed to the fact that all telegrams for the signature of the Secretary or the Administrator must clear through the Vise' Unit of the Clearance Section.

In order to insure that such telegrams do not reach the telegraph office of the Department without proper approval by the Secretary or the Administrator, the name of the person who is to sign such telegrams must not be typed thereon. Before leaving the office of origin the following notation should be attached to the top of the file: "Telegram for the signature of (insert name or title)".

If it is necessary to send a telegram after 6:00 p.m. requiring approval of the Secretary or the Administrator, and no clerk is on duty in the Vise' Unit, the telegram should be sent direct to the office of the Secretary or the Administrator, as the case may require.

T. Weed Harvey

T. Weed Harvey,
Assistant to Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

June 26, 1934.

MEMORANDUM FOR ALL EMPLOYEES OF THE

AGRICULTURAL ADJUSTMENT ADMINISTRATION.

Hereafter the bi-monthly pay checks for employees of the Agricultural Adjustment Administration will be delivered to certain designated employees of the various Divisions who will be officially authorized to distribute pay checks within the Division or Section to which they are assigned.

All employees should remain in their Sections in-so-far as possible until checks are distributed.

Employees who are absent on pay day - or for any other reason do not receive their checks on pay day - should call for checks at the paymaster's office (present location 2244 South).

T. Weed Harvey

T. Weed Harvey,
Assistant to Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
AND EXTENSION SERVICE COOPERATING
WASHINGTON, D.C.

Circular Letter
Miscellaneous - No.72

June 27, 1934

To Directors of Extension:

We have previously advised you of the procedure to be taken in cases of attempts by creditors to control the disposition of benefit payments through garnishment or other court process. However, there is a possibility that under one circumstance or another the County Production Control Association or County Committeemen in a few counties may become involved in other types of court action with reference to some phase of the adjustment program. This question has been considered by the Legal Division, and it is suggested that in all such cases where suit is brought against an officer or committeeman of a County Production Control Association on a matter arising out of his official duties, notice that such suit is pending and copies of the court papers should immediately be sent to the General Counsel, Agricultural Adjustment Administration, Washington, D. C., in an envelope marked "Court Papers."

Upon receipt of such information and documents, immediate consideration will be given by the legal staff, and proper steps will be taken through regular Government procedure.

Yours very truly,

Victor Christgau

Victor Christgau,
Acting Administrator.

C. W. Warburton

C. W. Warburton,
Director of Extension Work.

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